



ENVIRONMENTAL PROTECTION AGENCY

Recommendation for Incentive Award

Instructions:

1. Awards should be based on EPA policy for award types, amounts and approval level (signature) requirements. For additional information on approval level requirements for awards, refer to the EPA Delegations Manual.
2. For detailed information on awards, review the EPA Recognition Policy and Procedures Manual.
3. Complete this form for all Individual Cash Awards (award amount less than \$5000 and FY cumulative is less than \$5000), On-the-Spot Awards (FY cumulative is less than \$5000) and Time-Off Awards.
4. Attach the completed form to the electronic Request for Award. **For Use with FPPS Only – Do Not Send Hardcopy to SPO**
5. Provide a copy of the completed form to the employee when the electronic award has been processed.

Employee Name: Denise Fortin Employee ID #: (b) (6)

Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): _____

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): \$1,750.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☐ Moderate ☒ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☒ Broad ☐ General

Narrative Justification for Award:

This award recognizes Denise Fortin's substantial contribution to coordinating effective communications with Congressional offices, state and local partners and outside parties throughout the Agency's ongoing response to the drinking water crisis in Flint, Mich. Since October 2015, Region 5 has devoted untold hours, days and weeks to providing legislators, elected officials and state and local partners with clear, accurate and timely information on crucial public health, environmental and enforcement issues and decision-making. Denise has played a key role and worked tirelessly to prepare and review briefings, correspondence and other materials regarding a number of complex issues. She has actively participated in many high-profile activities including staffing the Regional Administrator at the first field briefing for Members of Congress in Flint last fall, and convening and staffing the weekly update call between the EPA Flint Safe Drinking Water Task Force (headed by the RA) and congressional offices. Denise has developed a breadth of knowledge on the issues and has ably served as a trusted resource to the Regional Administrator, senior managers and key staff in Region 5 and OCIR.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.



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Employee Name: Denise Fortin Employee ID #: (b) (6)

Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): R5/OEC/MCS

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based) ☐ Group Cash Award
☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award
☐ Time Off Award

Total Amount of Award (\$): \$975.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): ☐ Tangible Benefit ☒ Intangible Benefit

Value of Benefit: ☐ Moderate ☒ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☒ Broad ☐ General

Narrative Justification for Award:

This award recognizes Denise Fortin's substantial support to the Acting Regional Administrator and OEC during a challenging and busy transition year. Denise has ably served the acting RA, OCIR, congressional offices and state and local partners on any number of high-profile issues in her assigned states.

As the Authorizing Official I certify with electronic signature (in FPPS) that all necessary concurrences have been gained for approval of this award in addition to verification that the award amount is not \$5000 or greater and that the FY cumulative award amount(s) for this employee is not \$5000 or greater.



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Employee Name: Denise Fortin Employee ID #: (b) (6)

Position Title (optional): _____ PP-Series-Grade (optional): _____

Organization (optional): OEC

Type of Award: ☐ On-the-Spot Award (Individual Cash Award (Non-Rating Based)) ☐ Group Cash Award

☒ Individual Cash Award (Non-Rating Based) ☐ Group Time Off Award

☐ Time Off Award

Total Amount of Award (\$): \$1,275.00 AND/OR Total Number of Hours: _____

Type of Benefits on which the award is based (Cash awards only): Tangible Benefit ☐ Intangible Benefit ☐

Value of Benefit: ☐ Moderate ☐ Substantial ☐ High ☐ Exceptional

Extent of Contribution: ☐ Limited ☐ Extended ☐ Broad ☐ General

Narrative Justification for Award:

This award recognizes Denise's substantial support to the RA, the CoS, the acting DRAs and OEC during a challenging and busy transition year. Denise has ably served ORA, OEC, OCIR, congressional offices and state and local partners on any number of high-profile issues in her assigned states. She also took initiative in arranging personal introductory visits between the RA and key member of Congress.

☐ As the Authorizing Official I certify that all necessary concurrences have been gained for approval of this award.